



USAID
FROM THE AMERICAN PEOPLE

UKRAINE

SOLICITATION NUMBER: 720-113-24-R-10003

ISSUANCE DATE: November 7, 2023

**CLOSING DATE/TIME: November 28, 2023, at 11:59 p.m.
Vilnius Time**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

This solicitation in no way obligates USAID to award a Personal Service Contract (PSC), nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to kyivvacancies@usaid.gov.

Sincerely,

David Smale
Contracting Officer

Solicitations open to: **Lithuanian Nationals and non- Lithuanians with Legal Residence and Lithuanian Work Permit**

Solicitation No.: **720-113-24-R-10003**

Position Title: **Development Program Specialist (Finance and Monitoring and Evaluation**

Issuance date: **November 7, 2023**

Closing date and time: **November 28, 2023, at 11:59 p.m. Vilnius Time**

Work hours: **40 hours (Full time)**

Position Grade: **FSN-10**

Market Value: **Basic Annual Rate (in Euro): €41,297 – €55,761** In accordance with **AIDAR Appendix J** and the Local Compensation Plan of U.S. Embassy Vilnius. Final compensation will be negotiated within the listed market value.

Place of Performance: **Vilnius, Lithuania**

Period of Performance: **Five-Year Period of Performance with possibility to renew in accordance with ADS 309:** - Personal services contracts are subject to the five-year limitation in accordance with FAR Part 17. In accordance with AIDAR Appendix J, CCNPSCs are of a continuing nature and expected to be part of a series of sequential contracts, each not to exceed the five-year limitation in the FAR. Start date is pending security and medical clearance approval.

Security Level Required: **Facility Access**

STATEMENT OF DUTIES:

The Program Financial Analyst and Monitoring and Evaluation Specialist (PMS) is a member of the Program Team. Under the supervision of the Senior Program Development Specialist, s/he leads budget development and analysis for USAID/Belarus and acts as the ‘one stop’ customer service representative for all budget planning, development, and forecasting support needs. S/he assists in preparation of reports to inform Congress how foreign assistance dollars will be and were spent. The PMS is the technical expert on performance management, monitoring, and evaluation. S/he leads, manages, and oversees USAID/Belarus Collaborating, Learning and Adapting (CLA) requirements. The PMS advises on and oversees data collection and knowledge management in the Mission to promote better performance management and learning.

MAJOR DUTIES AND RESPONSIBILITIES:

Budget Development and Analysis (35%)

The PMS assists USAID/Belarus in the formulation of the USAID/Belarus budget. The incumbent's work is closely related to the Appropriation, Allotment, Allocation and Allowance of Federal Government money into USAID/Belarus programs. Under the Senior Program Development Specialist's (SPDS) guidance, the incumbent develops and tracks the Mission Resource Request (MRR), the Congressional Budget Justification (CBJ), Congressional Budget Notification (CBN),

Annual Budget Review (ABR), Change Notices (CNs), requests for early release of funds from Washington, reprogramming funds between various classifications of funds, keeping track of federal earmarks, and ensuring funds are spent consistent with those earmarks and other notifications to Congress. The incumbent helps assure that budget programs and obligations are fully consistent with all USAID policies and procedures. The incumbent ensures that any budget changes proposed by any Mission staff are approved by the appropriate, authorized officials. The incumbent also is responsible for aiding in the preparation of regular budget reports, as well as replying to ad-hoc budget information requests, to the USAID/Ukraine, to USAID's Europe and Eurasia Bureau (USAID/E&E), and the Department of State's Office of the Coordinator of U.S. Assistance to Europe and Eurasia (EUR/ACE) of the U.S. Department of State. The incumbent coordinates with the USAID/Ukraine & Belarus Regional Mission's Program Office and Office of Financial Management. In particular, the incumbent verifies, in collaboration with the Chief Accountant, the recording of implementation transactions, de-obligations, earmarks, commitments and de-commitments, and other aspects of financial management related to USAID/Belarus programs. The incumbent coordinates the roll-down of funds and the creation of activity allowances in the Phoenix general ledger with USAID/E&E Bureau Program Office which performs these functions at the incumbent's request for USAID/Washington obligation actions. The incumbent also works with USAID/Ukraine & Belarus Regional Mission's Financial Analysts to ensure integrity of the budgeting process and expenditure of U.S. government funds.

The PMS advises USAID/Belarus on policies, procedures, and reporting requirements, particularly related to budget matters. The incumbent advises USAID/Belarus personnel on the most appropriate ways to reprogram/adjust budgets in response to program changes that occur after the approval of the budget, and tracks all documents required to meet re-programming requirements, including memos for the Director of Foreign Assistance, Change Notices, and Protected Items Change Requests. The PMS collaborates with the Regional Mission's Financial Analysts, technical team leads, and A/CORs to prepare USAID/Belarus' quarterly financial and pipeline reviews. S/he analyzes pipeline reports and provides recommendations to improve activity and portfolio pipeline management to the SPDS, technical team leads, and USAID/Belarus leadership.

The PMS compiles and maintains activity budgets, analyzing budget items and saving results in order to assist technical teams in the preparation of accurate Government Cost Estimates.

The incumbent assists with data entry into multiple budgeting systems including the Global Acquisition and Assistance System (GLAAS), OPsMaster, FACTS INFO, and FACTS INFO NEXT GEN computer systems, and serves as a GLAAS Requestor. The incumbent maintains the templates for the Country Checklist, Terrorism Assessment, and Activity Checklist forms needed by the technical staff and advises on which forms to utilize based upon the year of the funding being sub-obligated. The incumbent is a key link between USAID/Belarus and USAID/Ukraine & Belarus Regional Mission's Office of Financial Management (OFM). The incumbent distributes budget allowances to the activity level and sees that allowances are created by OFM for activities in Phoenix. The incumbent utilizes the OPS Master database to determine the appropriate fund-site needed to fund activities. The incumbent performs the role of Requester in the GLAAS procurement system. Through this work, the incumbent enables USAID/Belarus to create Requisitions in GLAAS for the specific program office-related activities (evaluations, assessments, GDAs, etc.). The incumbent is also responsible for updating databases, as needed. The incumbent performs other tasks and duties as deemed appropriate for the continuous improvement of operations within the Mission.

Program Cycle and Ad Hoc Reporting

(20%)

The incumbent prepares budget and narrative inputs for USAID/Belarus' annual Operational Plan (OP). The incumbent tracks Local Solutions activities (those implemented through local

organizations or systems). In addition, the incumbent maintains the USAID/Belarus' Activity list and responds to data calls and taskers from USAID/Washington or EUR/ACE as necessary. The incumbent prepares budget data and helps the SPDS to coordinate written inputs and performance data for the annual Performance Plan and Report (PPR), EUR/ACE's Annual Budget Review, and semi-annual portfolio reviews. The incumbent is responsible for management and oversees data entry, sometimes completing oneself, into USAID's programs and systems such as the Development Information Solution (DIS), FACTSInfo NextGen, other USAID and USG proprietary databases.

The incumbent supports the USAID/Belarus's liaising with the EUR/ACE, the F Bureau, and the Office of Management and Budget (OMB) on different issues regarding obligation reports and other budget issues. The incumbent interacts routinely with various staff in USAID/E&E regarding budgeting, obligations, and reporting. The incumbent also interacts with State Department officials, particularly on the coordination of legislation (including congressional earmarks and EUR/ACE directives), policies, rules and regulations, and procedures. In particular, the incumbent (a) in coordination with E&E/Program Office, helps ensure that USAID/Belarus' portfolio meets the requirements of the Congressional Notification (CNs) process; (b) assures that financial data at the activity level are fully consistent with agreements made with E&E and EUR/ACE; and (c) prepares budget requests, coordinates with PCS to assure that the needed fiscal information is entered into the Phoenix system, and, once the budget has been received, allocates funding to activities.

Performance Monitoring, Management, and Evaluation

(25%)

The PMS serves as USAID/Belarus' technical expert on performance monitoring, management, and evaluation. Under the direction of the SPDS, the PMS performs monitoring, analyses, and reporting for USAID/Belarus' portfolio, as well as a support function for activity managers planning activity evaluations. S/he leads the development of USAID/Belarus' performance monitoring plan (PMP), ensuring compliance with USAID performance management requirements as indicated in ADS 203. The PMS works with each USAID/Belarus A/CORs and activity managers to review implementing partners' work plans and performance monitoring plans to ensure the activities contribute to USAID/Belarus' PMP and are appropriately focused on USAID priorities and agreed upon results.

The PMS develops evaluation, planning, and implementation strategies for USAID/Belarus' programs/projects. S/he provides technical assistance to USAID/Belarus and its implementing partners in monitoring the performance of programs/projects; develops M&E data tracking system methods for quality checks; tracks outcomes and results; creates and updates indicators, indicator tracking sheets, and data quality assessments; tracks performance data against Congressional earmarks; consolidates and updates performance information for Operational Plans; validates and completes indicator tables for the annual Performance Plan and Report (PPR) and other reports; conducts site visits and preparing reports documenting performance; and participates in technical reviews of new activities. The PMS assists with building M&E capacity for USAID/Belarus staff and implementers. The PMS reviews and provides guidance to improve results frameworks and indicators for new designs and implementing partner MEL Plans. S/he drafts and reviews monitoring and evaluation plans for new activity designs. The PMS also develops and oversees the Annual Evaluation Plan and schedule for the office and works with technical teams to design evaluation frameworks and terms of reference as well as oversee evaluation implementation and results sharing.

The PMS assists USAID/Belarus with preparation and analysis of performance data for semi-annual and annual portfolio reviews to determine program progress by the implementing partners and USAID/Belarus. The PMS advises USAID/Belarus leadership on any performance measurements and implementation issues that may require corrective action.

Collaborating, Learning, and Adapting**(20%)**

The PMS leads and coordinates Collaborating, Learning, and Adapting (CLA) practices across USAID/Belarus to promote a strong learning organization by enabling USAID staff to adaptively manage activities using evidence and collaboration. S/he leads periodic reviews and assessment of USAID/Belarus' CLA practices. The PMS builds the USAID/Belarus' capacity by sharing best practices, providing technical guidance, leading training sessions, and designing and implementing systems that promote a culture of CLA. S/he coordinates and integrates learning throughout the program cycle, including during the implementation of the country strategy, activity design, and activity implementation.

The PMS captures learning and lessons learned from systematic data derived from monitoring, evaluations, and assessments and shares them with technical teams, design teams, and working groups. S/he works with technical and other relevant offices in the Mission to implement a systematic plan for the PMP learning agenda. The PMS also supports the periodic review of the PMP learning agenda and leads the amendment processes, if necessary. The PMS is the primary Mission contact with USAID/Washington Bureau for Policy, Planning and Learning and Asia Bureau staff on CLA.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

Supervisory Relationship: The PMS is directly supervised by the USAID/Belarus Senior Program Development Specialist.

Supervisory Controls: None

PHYSICAL DEMANDS: The work requested does not involve undue physical demand.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

Education: A minimum of bachelor's degree or local equivalent in Business, Public Administration, Accounting, Finance or other relevant field is required.

Work Experience: Minimum of 3 years of experience in financial management, budgeting, and operations is required, including experience in the analysis and interpretation of data and the presentation of findings in written and oral form is required.

Language Proficiency: Both Level IV (fluent) English proficiency (reading, written, spoken) and Russian (reading, written, spoken) are required.

EVALUATION AND SELECTION FACTORS:

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The Contracting Officer reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the Contracting Officer determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the Contracting Officer may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition

among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

The technical evaluation committee may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed.

Selection Process and Basis of Evaluation: Offerors who meet the minimum education and work experience qualification requirements will be further evaluated through review of the offeror's submitted required documents (see points below) and ranked based on the evaluation and selection factors. A competitive range may be established of the highest-ranked offerors, who may be further evaluated through technical/language tests, interviews, and reference checks to determine the most qualified/highest-ranked offeror. Reference checks may be conducted with individuals not provided by the offeror, and without prior notification to the offeror. Any offeror not receiving satisfactory reference checks will no longer be considered for the position. Negotiations may be conducted with the most qualified/ highest-ranked offeror at the conclusion of evaluations.

60 points – An intermediate knowledge of the concepts, principles, techniques and practices of financial management, budgeting and operations is required. An intermediate knowledge of performance monitoring and evaluation is also required.

40 points – Skills and Abilities: Ability to develop a thorough understanding of U.S. Government, USAID, and host country policies and procedures. Ability to quickly learn, multitask, and prioritize work assignments. Must have the ability to communicate professionally with diverse, high-level officials. Ability to carry out complex technical analysis, both factual and analytical, of financial, monitoring, and evaluation reports involving USAID/Belarus projects and activities. Demonstrated negotiation skills. Ability to develop and maintain close working relationships in the public and private sectors with both American and host country nationals.

TOTAL POSSIBLE POINTS: 100 points

HOW TO APPLY:

Eligible Offerors are requested to submit a complete application package which must include all the required documents in English electronically to kyivvacancies@usaid.gov with **Subject line: DEVELOPMENT PROGRAM SPECIALIST (FINANCE AND MONITORING AND EVALUATION) (720-113-24-R-10003)**.

ANY/ALL application submissions received after the closing date will not be considered.

REQUIRED DOCUMENTS:

1. **Cover Letter:** A memo or email that outlines how your qualifications and experience meet the selection criteria.
2. **Application for Employment (DS-174):** The form can be downloaded from this link <https://eforms.state.gov/Forms/ds174.pdf>. Offerors must thoroughly complete the DS-174 form in English and are advised to include all of their current and previous work experience related to this position. Offerors may use continuation pages to further explain their relevant work experience, if needed. **AND;**

- 3. Current Resume/Curriculum Vitae (CV):** The CV/resume must contain sufficient relevant information to evaluate the applications in accordance with the stated technical evaluation criteria, listed above.

Note: Application language is English.

IMPORTANT:

IN ORDER TO HAVE YOUR APPLICATION CONSIDERED, YOU MUST SUBMIT ALL THREE REQUIRED DOCUMENTS. IF YOU OMIT ANY OF THE REQUIRED DOCUMENTS, COVER PAGE, CV or DS-174 FORM, YOUR APPLICATION WILL NOT BE CONSIDERED.

Note:

- This vacancy is open to Lithuanian Nationals and non-Lithuanian with legal residence, and work permit.
- Applications with insufficient, incomplete and inconsistent information to make a determination will not be considered.
- No in-person appointments or telephone calls will be entertained.
- Offerers who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement.
- Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents (passport, proof of residency or work permit) as needed. Failure to provide the required documentation will result in the rejection of their application from further consideration.
- The Agency retains the full right to cancel or amend the solicitation and associated actions at any time.

BENEFITS/ALLOWANCES:

As a matter of policy, and as appropriate, a CCN PSC is normally authorized the following benefits and allowances in accordance to the Mission Policy:

BENEFITS

Medical Benefits Provided by the Host Government: Eligible LE Staff receive medical benefits from the Local Social Security System.

- Retirement Benefits Paid by the Mission: The Mission does not have a directly paid retirement or end of service plan.

ALLOWANCES (as applicable)

Meal Allowances: All employees are eligible. Meal allowance will automatically be prorated based on the number of qualified hours. The amount of the allowance is Euro 306 per annum for all grades.

- Family Allowances: The Mission does not provide a family allowance, education benefits for employees' children, or any other family related benefits.
- Unique Conditions of Work Allowances/ Benefits: The Mission does not provide any Unique Conditions of Work Benefits based on conditions in Lithuania.
- Housing and Utility Allowance/Benefits: The Mission does not provide any housing or utility benefits.

- Other Allowances/Benefits: The Mission does not provide any other allowances.
- The Mission does not provide any transportation (commuting) benefits.

TAXES:

LE Staff are responsible for calculating and paying local income taxes. The U.S. Mission does not withhold or make local income tax payments.

USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs:

USAID regulations and policies governing **CCN and TCN PSC** awards are available at these sources:

USAID Acquisition Regulation (AIDAR), Appendix J, “Direct USAID Contracts with a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at <https://www.usaid.gov/ads/policy/300/aidar>

Contract Cover Page form AID 309-1 available at <https://www.usaid.gov/forms>.

Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>R497</i> - Accounting Info: Agency/B Code: 797	1	LOT	\$ TBD	\$ TBD at Award after negotiations with Contractor

Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>

USAID Acquisition and Assistance Policy Directives (AAPD-20-08): Leave and Holidays for CCNs and TCNs, available at <https://www.usaid.gov/work-usaid/aapds-cibs/aapd-20-08>

Ethical Conduct: By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2 and 5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>

PSC Ombudsman:

The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to

provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

FAR Provisions Incorporated by Reference

52.204-27 PROHIBITION ON A BYTEDANCE COVERED APPLICATION *JUN,2023*

EQUAL EMPLOYMENT OPPORTUNITY (EEO):

The U.S. Mission in Ukraine provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex (including pregnancy, sexual orientation, gender identity, or transgender status), national origin, age, physical or mental disability, genetic information, religion, marital or parental status, veteran status, membership in an employee organization, political affiliation, or involvement in protected equal employment opportunity (EEO) activity. USAID/Ukraine also strives to achieve equal employment opportunities in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

END OF SOLICITATION